

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Laboratory Technician- DSPS	Range:	57
Date Revised:	5/25/04	Date Approved:	

PRIMARY PURPOSE

This position is responsible for the oversight of the adaptive learning lab for students with disabilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides technology support services for instructional programs within the Disabled Student Programs & Services Department; assists students and faculty in the use and operation of equipment and materials.
2.	Troubleshoots instructional and adaptive technology systems, including computer and network hardware/software, and other assistive devices; configures and reformats systems; installs and maintains software; establishes and maintains networks.
3.	Prepares and revises handouts regarding operation protocols for adaptive and instructional technology.
4.	Trains and provides work direction to assigned personnel; coordinates scheduling; manages resources in accordance with department restrictions; supervises hourly student assistants according to established regulations and procedures.
5.	Gathers information for advisement purposes for faculty and staff with regard to proposed equipment purchase/maintenance, lab design and instructional effectiveness, platform and hardware compatibility issues, etc.; communicates with vendors and service support personnel.
6.	Assists classroom instructor with student classroom activities in the Adaptive Learning Lab.
7.	Operates equipment including computer terminals/peripherals and assistive devices (e.g. Braille printers, scanners, voice synthesizers, embossers, etc.) and assures equipment is in proper working order.
8.	Diagnoses equipment/software failure and either repairs or coordinates with appropriate service representative to repair; maintains inventory and security of supplies, manuals, software, etc; develops lab schedule to assure efficient and fair access to equipment and software.
9.	Communicates with a variety of departments and instructors to exchange information and coordinate activities; interfaces cooperatively with campus Information Educational Technology personnel and technical support.
10.	Assures proper use of laboratory by monitoring activities according to established policies and procedures.
11.	Performs related duties as assigned

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WORKING RELATIONSHIPS

The Lab Technician-DSPS maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

Two years experience in performing the duties described and completion of major coursework in computer technology, or an equivalent combination of the two. Training/experience relevant to adaptive technology preferred

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Adaptive Technology; software, assistive devices, hardware & peripherals.
- Applicable sections of State Education Code and other applicable laws
- Computer hardware (PC, Mac), client/server network architecture, and general operation of adaptive technology used by students with disabilities. Knowledge of Internet applications in the field of disabilities desirable.
- Computer operating systems and common adaptive software applications, including multimedia authoring, office productivity, databases, screen readers, enlargers, etc.
- Basic principles of organization and work management.
- Various disabling conditions

Ability to:

- Perform the duties specified above.
- Work independently on a variety of assignments.
- Work directly with students with disabilities on various classroom and laboratory activities.
- Communicate effectively with supervisor and co-workers, and follow oral and written directions. Establish and maintain effective working relationships with college students, faculty and staff, and with vendors and maintenance agencies supporting DSPS Department technology.
- Inventory and maintain records related to DSPS Department technology. Make recommendations for maintenance, upgrades and optimum usage of computers and adaptive technology.

WORKING CONDITIONS

College work environment; may require walking or driving to other locations on campus or in the community to supervise a specific program; work in a team environment.